

### Instructions for Question 2.4 in Application for Funding:

Q2.4 has been revised to read as follows:

*What is the Census Tract where your office is located –location from which the project will be managed? Identify the census tract and the percentage of households within this census tract that make less than \$60,000. Finally, explain the location of this office in relation to your target population. Disregard yes or no choice.*

In order to identify the applicable census tract, go to the [Census Fact Finder website](#) and choose the “Geographies” option on the left hand column. Choose the “address” tab from the dialog box that opens, enter your complete office address and hit “go.” A table with results will appear. Your census tract number will be listed under the Geography Name column corresponding with the “census tract” under the Geography Type column.

Once you have identified your census tract number, go to the [SANDAG’s Profile Warehouse website](#) in order to identify the percentage of households (HHs) within this census tract that make less than \$60,000.

Select 2010 Census (under profile type), 2010 Census Tract (under geographic unit type) and your census tract number (under geographic subunit) and then “get profile.” Once you have your census tract profile, identify the percentage of HHs that make less than \$60,000 by adding the applicable percentages of HHs as identified under the Household Income table in the profile. See below as an example:

#### HOUSEHOLD INCOME

##### Households by Income Category (2010 \$, adjusted for inflation)

	Less than \$15k	\$15k – \$29,999	\$30k – \$44,999	\$45k – \$59,999	\$60k – \$74,999	\$75k – \$99,000	\$100k – \$124,999	.....	
% of Total	20%	16%	3%	12%	12%	10%	7%		
	Add up these cells				Disregard these cells				

Insert the census tract number, the percentage of HHs within the census tract that make less than \$60,000 and discuss your project office location in relation to your target population in the response as requested above.

Note the Consolidated Plan Advisory Board (CPAB) requested this information in order to understand office location in relation to LMI census tracts and/or target population. The location of your office can be a function of where the optimal & most efficient location may be for everyday business and/or bottom line and/or access to mass transportation for clients or such.